

DEFINITIONS

Blind Sample:

A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier so that the laboratory cannot distinguish it from employee specimens, and which is spiked with known quantities of a specific drug or is blank, containing no drugs.

Breath Alcohol Concentration (BAC):

The concentration of alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.

Breath Alcohol Technician (BAT):

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT)(49CFR 382.107).

Centralized Agency:

Departments without a human resource office, where human resource functions are performed by the Department of Human Resource Management.

Chain of Custody:

The chain of custody is a form which is first completed by the donor, along with the collector, prior to providing the urine specimen, and which accompanies the specimen to document where it goes, how it is handled and by whom. Copies of the chain of custody are sent to the testing lab, medical review officer, collector, donor and department drug program coordinator or site coordinator for their use in billing and employee notification.

Critical Incident Drug or Alcohol Test:

A drug or alcohol test conducted an employee as a result of the behavior, action or inaction of an employee that is of such seriousness it requires an immediate intervention on the part of management.

Decentralized Agency:

Agencies which have a department-level human resource office.

DHRM:

Department of Human Resource Management - The state's central personnel office as defined in the Utah Code Annotated 67-19-1 through 67-19-40.

Donor:

The individual being tested or scheduled to provide a specimen.

DOT:

Federal Department of Transportation

Drug Program Coordinator (DPC):

The individual(s) designated at the department level to oversee implementation of drug policy for that department including providing instruction to site coordinators. The DPC may be the Human Resource Director, an analyst on the department human resource staff, an assigned analyst from the Department of Human Resource Management, or any other person designated by the HR Director. These individuals are authorized to order testing and receive test results as outlined in this policy.

Employee Assistance Program (EAP):

A program to provide agency employees with counseling services, including services for employees with substance abuse problems. Employee assistance programs are set up at the discretion of individual departments in state government, and may not be available for all employees.

Fitness for Duty Evaluation:

Evaluation, assessment or study by a licensed professional to determine if an individual is able to meet the performance or conduct standards required by the position held, or is a direct threat to the safety of self or others.

Follow up Drug or Alcohol test:

Unannounced drug or alcohol tests conducted for up to five years on an employee who has previously tested positive or who has successfully completed a voluntary or required substance abuse treatment program.

Medical Review Officer (MRO):

A licensed physician (medical doctor or doctor of osteopathy) under contract with DHRM to provide statewide technical assistance in implementing the drug testing program by interpreting test results and looking for legitimate medical or alternative explanations for positive test results. The MRO must have a background in substance abuse disorders, medical use of prescription drugs, pharmacology, and toxicology of illicit drugs and applicable state and federal regulations.

Negative test:

A **Breath Alcohol Concentration** confirmation test that produces a reading of 0.019 or less or a drug test that is reported by the state's Medical Review Officer (MRO) as being negative.

Positive test:

A **Breath Alcohol Concentration** confirmation test that produces a reading of 0.02 or greater or a drug test that is reported by the state's Medical Review Officer (MRO) as being positive.

Post Accident Drug or Alcohol Test:

Post Accident Drug or Alcohol Test: A Drug or alcohol test conducted on an employee who is involved in a vehicle accident while on duty:

- (a) where a fatality occurs;
- (b) where the employee receives a citation under state or local law for a moving traffic violation arising from the accident and the accident involves bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident;
- (c) where the employee receives a citation under state or local law for a moving traffic violation arising from the accident and the accident involves one or more motor vehicles that incur disabling damage as a result of the accident that must be transported away from the scene by a tow truck or other vehicle;
- (d) where there is reasonable suspicion that the employee had been driving while under the influence of a controlled substance.

Pre Employment Drug Test:

A drug test conducted on final candidates for a safety sensitive position or on a current employee prior to assuming safety sensitive duties.

Reasonable Suspicion:

Knowledge sufficient to induce an ordinary, reasonable and prudent person to arrive at a conclusion of thought or belief based on factual, non-subjective and substantiated observations or reported circumstances. Factual situations verified through personal visual observation of behavior or actions, or substantiated by a reliable witness.

Reasonable Suspicion Drug or Alcohol Test:

A drug or alcohol test conducted on an employee based on reasonable suspicion that the employee may be under the influence of drugs or alcohol.

Return-to-Duty Agreement:

Following a positive test result, an employee may request to enter into a return to duty agreement as an alternative to termination. This agreement will outline terms, and conditions required before allowing an employee's return to work. Granting such a request is at management's discretion.

Return to Duty Drug or Alcohol Test:

A drug or alcohol test conducted on an employee prior to allowing the employee to return to duty after successfully completing a drug or alcohol treatment program.

Safety Sensitive Position

Safety Sensitive positions are any position which directly affects the safety of governmental employees, the general public, or positions which have access to controlled substances, firearms, or explosives. Safety Sensitive positions are determined by DHRM and are identified in the State human resource management information system (HRE) with the following designations

Air Transportation:	Positions related to Air transportation
General Safety:	Positions impact general public safety
POST:	Positions require peace officers standards training
Drugs Access &/or Firearms:	Positions have access to drugs and/or firearms.
Commercial Driver License:	Positions requires commercial drivers license
Commercial Driver License POST:	Positions requires commercial drivers license and POST certification.

Site Coordinator (SC):

A supervisor or other individual designated by the DPC who is responsible for coordinating on site specimen collection in accordance with SAMHSA guidelines and DHRM drug testing program procedures. The Site Coordinator and DPC may be the same person if assigned a dual role by the department level human resource office. In centralized agencies without a human resource office, the SC may be an agency employee and the DPC may be the assigned DHRM analyst. The site coordinator is responsible for operational issues and notifying employees of drug and /or alcohol tests, but does not have a consulting role in reasonable suspicion incidents.

Split Sample:

A split sample is a urine specimen which is set aside for possible future testing. This specimen comes from one void being poured into separate specimen bottles and then the two specimen bottles are shipped together to the lab, along with appropriate documentation, for testing of the primary specimen.

State Drug Program Coordinator:

A person designated by the Department of Human Resource Management as having primary responsibility for coordinating implementation of the state's drug and alcohol program.

Substance Abuse Professional (SAP):

A licensed physician (medical doctor or doctor of Osteopathy); or a licensed or certified psychologist, social worker or employee assistance professional; or an addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & other Drug Abuse. All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances and related disorders.